

WESTFIELD PARISH COUNCIL

**Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 19th February 2020 at 7pm**

Present: Cllr Philip Wilkinson (Chair) and Cllrs Diana Cooper, Geoff Fuller and Robin Moss and Pat Williams (Vice Chair).

Absent: Cllrs Ron Hopkins and Bryan Wallbridge

In Attendance: Cllr Vince Cox; Lesley Close (Parish Clerk)

104. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Ron Hopkins and Lesley Mansell.

105. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

106. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 22nd January 2020 be agreed and signed as a correct record.

107. MONTHLY ACCOUNTS

Resolved:

- a) that the January monthly statement for the Current Account be agreed;
- b) that the January monthly statement for the Corporate Treasury account be agreed;
- c) that the January monthly statement for the Business Savings account be agreed and that the current rate of interest (1.05%) be noted;
- d) that the summary of debit card (Appendix 1) and petty cash (Appendix 2) transactions since the last meeting be agreed.

108. FINANCIAL REGULATIONS

An additional amendment to FR6.21 was considered regarding the wording on petty cash and was agreed as follows -a) the RFO shall maintain a petty cash float of, usually £100, but up to £250 for the purpose of defraying operational and other expenses. The exact amount held at any one time will be shown on a petty cash imprest, recording cash held and cash payments made from the float.

Resolved: The Financial Regulations, as outlined in the agenda and with the above addition, be recommended to the Parish Council for adoption.

109. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

In accordance with item 5.2 of the Financial Regulations, the updated schedule of payments was circulated at the meeting.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

The Committee also considered a request from PC Mark Graham to use the balance of funds from a grant to tackle ASB on mopeds to purchase of a Mosquito device which would also help tackle ASB.

- Resolved:** a) that the police be allowed to use the remainder of the grant for the Mosquito device;
b) that the schedule of payments due be agreed (attached as Appendix 3) and that the BACS authorisation sheet be signed within the meeting accordingly.

110. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS

In accordance with item 5.6 of the Financial Regulations, a list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation was circulated with the agenda.

- Resolved:** that the schedule of payments be agreed (attached as Appendix 4) and that the BACS authorisation sheet be signed within the meeting accordingly.

111. EARMARKED RESERVES

The predicted reserves movements at year-end were noted.

- Resolved:** that any surplus from the budget at year-end be placed in the Community Centre Ear Marked Reserve.

112. FIXED ASSETS

The Fixed Assets register was recommended for agreement to the Parish Council.

113. CONFIDENTIAL MATTERS

It was resolved that, under Section 100A(4) of the Local Government Act, 1972, the press and public would be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

114. LANDSCAPE TENDER

- Resolved:** To accept the quote from Greensward in the amount of £25,468, frozen for three years with a 2.5% increase in the fourth year. It was noted that this represents a budget overspend in 2020/21 of £400 and £500 at Norton Hill Recreation Ground and Westhill Recreation Ground respectively.

115. INSURANCE RENEWAL QUOTES

The Committee expressed concern that it might contravene the Equalities Act by placing age restrictions on personal accident cover for employees, members and volunteers.

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Resolved: To request a quote from BHIB for the lifting of any age restrictions and bring the quotes back to Committee.

116. WEBSITE RE-DESIGN QUOTES

The Committee received five quotes for the website re-design and thanked Cllr Cox for his advice. In the first instance the five quotes were short listed to three on the basis of design preference.

Resolved: (1) To contact the three short listed companies with a number of secondary questions; (2) to bring the responses back to Committee with the intention of short listing further and then arranging face to face meeting(s) to allow the final selection to be made.

The meeting closed at 7.55pm.

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Signed Dated

APPENDIX 2

| WESTFIELD PARISH COUNCIL PETTY CASH | | | | | | | | | | | |
|-------------------------------------|------------|---|-----------------------|--------------------|----------------|------------------------------|----------------------------------|--------------------------|--------------------------|--|-----------------------------|
| MONTH SHEET | | | February 2019-20 - 11 | | | | | | | | |
| IMPREST VALUE | DATE | DETAILS | TOTAL | Christmas 4223/202 | postage 4022/1 | printing & stationary 4023/1 | consumables (Civic Exp) 4102/102 | N/H maintenance 4062/308 | W/H Maintenance 4062/307 | Hospitality 4131/101 | Parish Environment 4224/202 |
| £100.00 | 27/08/2019 | Cash in hand | £100.00 | | | | | | | | |
| | 30/07/2019 | Refreshments | £1.00 | | | | | | | £0.83 | |
| | 02/09/2019 | Refreshments | £1.00 | | | | | | | £0.83 | |
| | 12/09/2019 | Refreshments | £2.50 | | | | | | | £2.50 | |
| | 26/09/2019 | Refreshments | £0.65 | | | | | | | £0.65 | |
| | 02/10/2019 | Refreshments | £1.25 | | | | | | | £1.25 | |
| | 04/11/2019 | Plastic trough for poppy crosses | £3.95 | | | | | | | | £3.29 |
| | 11/11/2019 | rings for Santa backdrop | £3.00 | £2.50 | | | | | | | |
| | 14/11/2019 | Refreshments | £1.00 | | | | | | | £0.83 | |
| | 27/11/2019 | bin liners and cable ties for Xmas Lights | £13.27 | £11.07 | | | | | | | |
| | 02/12/2019 | Christmas cards | £6.00 | £5.00 | | | | | | | |
| | 11/11/2019 | Refreshments | £1.00 | | | | | | | £0.83 | |
| | 29/01/2020 | refreshments | £1.00 | | | | | | | £0.83 | |
| | | | | | | | | | | | |
| | | TOTAL (NET) | £30.41 | £18.57 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £8.55 | £3.29 |
| | | VAT: | £5.21 | £3.70 | | | | | | £0.85 | £0.66 |
| | | Ongoing balance | £64.38 | | | | | | | | |
| | | <i>no top-up required</i> | | | | | | | | | |
| | | | | | | | | | | <i>previously reported</i> | |
| | | | | | | | | | | <i>added since agenda was circulated</i> | |

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APPENDIX 3

| Schedule of payments in FEBRUARY | | | | | | | |
|---|---------------------------|--|----------|-------------|-----------|--------------|------------------------------------|
| Invoice Date | Supplier | Details | Nom code | Payment No. | £ net | VAT | £ gross |
| 30/01/2020 | Mardons Carnival Club | Grant | 4203/202 | B#1444 | £1,000.00 | £0.00 | £1,000.00 |
| 04/02/2020 | Total Gas and Power | Gas bill January | 4015/308 | B#1445 | £8.20 | £0.41 | £8.61 |
| 31/01/2020 | Greensward | Fix balance logs and repair soil erosion under benches | 4062/307 | B#1446 | £220.00 | £44.00 | £264.00 |
| 29/01/2020 | Water2Business | Water supply at Nightingale Way | 4030/202 | DD | £37.76 | £0.00 | £37.76 |
| 24/01/2020 | Apollo Technology | Installation of new broadband router | 4027/1 | B#1447 | £75.00 | £15.00 | £90.00 |
| 05/02/2020 | Ammerdown Estate | Christmas trees | 4223/202 | B#1448 | £500.00 | £0.00 | £500.00 |
| 10/02/2020 | Ignyte | Westfield Warbler Spring edition | 4212/102 | B#1449 | £1,000.00 | £200.00 | £1,200.00 |
| 09/01/2020 | The Journal | Advert for landscape tender | 4030/1 | B#1450 | £77.06 | £15.41 | £92.47 |
| 07/02/2020 | MJW Architects | Fee for submission of planning application | 4928/199 | B#1451 | £400.00 | £80.00 | £480.00 |
| 06/02/2020 | Apex Alarms | CCTV Service at Norton Hill | 4063/308 | B#1452 | £97.00 | £19.40 | £116.40 |
| 06/02/2020 | Apex Alarms | Alarm service at Pavilion | 4018/1 | | £85.00 | £17.00 | £102.00 |
| 06/02/2020 | Apex Alarms | Security lights service at Pavilion | 4018/1 | | £60.00 | £12.00 | £72.00 |
| 19/02/2020 | AAT | Membership renewal - Finance Officer | 4024/1 | Debit card | £110.00 | £0.00 | £110.00 |
| 10/02/2020 | Water2Business | Wesley Ave water supply | 4030/202 | DD | £50.19 | £0.00 | £50.19 |
| 14/02/2020 | Community Heartbeat Trust | Defibrillator pads | 4231/202 | B#1459 | £78.00 | £16.20 | £94.20 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | TOTAL | £4,220.63 |
| This amount plus regular scheduled monthly payment | | | | | | | |
| Added since agenda was distributed | | | | | | | |
| Highlight if over £5000 as this requires full Parish Council approval | | | | | | | <i>already approved by Council</i> |

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APPENDIX 4

Schedule of regular payments 2019-20 amounts are all NET)

| Supplier | Details | April | May | June | July | August | September | October | November | December | January | February | March | TOTAL |
|---|---------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------------------------|------------------|--------------|------------|
| Apollo Technology | IT Support (quarterly) | £0.00 | £0.00 | £0.00 | £0.00 | £573.48 | £0.00 | £0.00 | £286.74 | £0.00 | £0.00 | £286.74 | | £1,146.96 |
| Apollo Technology | Cloud Back-up (quarterly) | £0.00 | £0.00 | £0.00 | £0.00 | £302.40 | £0.00 | £0.00 | £151.20 | £0.00 | £0.00 | £151.20 | | £604.80 |
| Apollo Technology | Hosted exchange / G-Suite | £0.00 | £0.00 | £386.40 | £0.00 | £0.00 | £0.00 | £386.40 | £0.00 | £0.00 | £0.00 | £552.00 | | £1,324.80 |
| Apollo Technology | Wireless Cloud Controller | £0.00 | £0.00 | £0.00 | £0.00 | £11.94 | £0.00 | £0.00 | £5.97 | £0.00 | £0.00 | £5.97 | | £23.88 |
| Avon Pension Fund | Superannuation | £659.97 | £659.97 | £659.97 | £659.97 | £659.97 | £659.97 | £659.97 | £782.08 | £675.22 | £675.22 | £682.02 | | £7,434.33 |
| GPS Telecoms (DD) | Office phone and fax | £31.54 | £30.42 | £32.25 | £32.37 | £30.73 | £31.11 | £30.36 | £31.47 | £31.54 | £99.95 | £65.81 | | £447.55 |
| Greensward | Ground maintenance | £1,886.65 | £1,951.62 | £1,951.62 | £1,951.54 | £1,951.58 | £1,951.58 | £1,951.58 | £1,951.58 | £1,951.58 | £1,951.58 | £1,951.58 | | £21,402.49 |
| HMRC | PAYE and NI | £268.39 | £268.79 | £268.79 | £268.79 | £268.79 | £268.79 | £268.79 | £490.41 | £296.50 | £296.30 | £310.17 | | £3,274.51 |
| KCOM (DD) | Broadband | £19.95 | £19.95 | £19.95 | £19.95 | £19.95 | £19.95 | £19.95 | £19.95 | £19.95 | £19.95 | £19.95 | £-4.59 | £194.91 |
| Oval Commercial (SO) | Office Rental | £489.75 | £489.75 | £489.75 | £489.75 | £489.75 | £489.75 | £489.75 | £489.75 | £489.75 | £489.75 | £489.75 | | £5,387.25 |
| Oval Commercial | Use of Boardroom | £60.00 | £60.00 | £60.00 | £60.00 | £60.00 | £0.00 | £60.00 | £60.00 | £60.00 | £60.00 | £60.00 | | £600.00 |
| Net Salaries (and expenses) | Office staff | £2,643.52 | £2,630.57 | £2,613.12 | £2,613.12 | £2,616.72 | £2,616.27 | £2,613.12 | £2,979.22 | £2,658.87 | £2,659.07 | £2,678.23 | | £29,321.83 |
| Public Works Loans Board (DD) | Westhill Play Area | £0.00 | £0.00 | £0.00 | £3,686.72 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £3,686.72 | £0.00 | | £7,373.44 |
| Ricoh | Photocopier & Maintenance | £180.50 | £0.00 | £0.00 | £0.00 | £175.56 | £0.00 | £166.82 | £0.00 | £0.00 | £203.89 | £0.00 | | £726.77 |
| Southern Electric | NH Pavilion | £0.00 | £0.00 | £154.14 | £0.00 | £152.97 | £0.00 | £0.00 | £0.00 | £-82.33 | £0.00 | £112.13 | | £336.91 |
| Southern Electric | Christmas Tree | £0.00 | £1.87 | £18.78 | £0.00 | £18.78 | £0.00 | £0.00 | £0.00 | £24.09 | £0.00 | £0.00 | | £63.52 |
| Water2Business (DD) | NH Pavilion | £0.00 | £0.00 | £0.00 | £0.00 | £235.06 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | | £235.06 |
| Total | | £6,240.27 | £6,112.94 | £6,654.77 | £9,782.21 | £7,567.68 | £6,037.42 | £6,646.74 | £7,248.37 | £6,125.17 | £10,142.43 | £7,341.01 | £0.00 | |
| This amount plus one off payments | | | | | | | | | | | | | | |
| Highlight if over £5000 as this requires full Parish Council approval | | | | | | | | | | | | | | |
| added since agenda was distributed | | | | | | | | | | | | | | |
| | | | | | | | | | | | third phone line for fibre broadband | | | |

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